



Approved Minutes of the Meeting of Brightwell-cum-Sotwell Parish Council held on Tuesday 19<sup>th</sup> May 26 at 7.30pm in Stewart Room, Stewart Village Hall

**Present:** Cllr J Davys (Chair), Cllr J Debney, Cllr D Fisher, Cllr M Freeman, Cllr G Gilgrass, Cllr J Harding, Cllr C Hollebhone, Cllr K Sherman, Cllr R Nielsen

**In attendance:** N Gray (Clerk) Cllr A Simpson (SODC), Cllr J Barlow (OCC)

**1. To Elect the Chair: -**

**Cllr. J Davys** was proposed by **Cllr R Nielsen** and seconded by **Cllr. C Hollebhone** and a unanimous vote was given to appoint as Chairman until November 2026: Declaration of Acceptance of Office was signed.

**2. Election of Vice Chair:**

**Cllr. D Fisher** was proposed by **Cllr. J Davys** and Seconded by **Cllr. R Nielsen** and unanimously voted in by the full council. Declaration of Acceptance was signed.

**3. Apologies for Absence:** None

**4. Declarations of Interest:** **Cllr. J Debney** (White Lines)

**5. Public Participation:** None

**6. Reports from District & County Council:**

**Cllr. Anne Marie Simpson** provided a full SODC report by email which was circulated to all Councillors before the meeting. She presented this report in person to explain in full the current situation within the SODC regarding the Local Government Reorganisation, available grants, joint local plan, nature recovery projects, waste collection service contract.

**Cllr. James Barlow** provided a full OCC report by email which was circulated to all Councillors before the meeting. Questions asked were regarding Sires Hill Speed Limit Consultation (due to start this month), **Cllr. C Hollebhone** to chase this consultation. There was also further conversation regarding the new white lines painted outside the Village Hall. Further investigation to continue with both **Cllr. J Debney** and **Cllr. J Barlow**, **Cllr. C Hollebhone** raised the breach regarding Earth Trust (meeting taking place 20.5.26 with General Manager and **Cllr. C Hollebhone**) Report circulated with Minutes



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**7. Minutes** – minutes confirmed and signed for meeting held on 21/4/26.

**8. Update on progress from previous minutes:**

i) **Pavilion update: Cllr. R Nielsen:** no current update

ii) **Village Hall update: Cllr. G Gilgrass:**

New Funding group has been set-up for further events. Pop-up event raised £2000.00 and there is a Charity Auction taking place 13/6/26. More funding is required.

The Village Hall Trustees are now taking a slightly different approach to the Village Hall refurb project and are likely to carry out the works in stages rather than as one large project in order for funds to be spent as they are raised.

Richard Todd has requested to attend for Public Participation on 16<sup>th</sup> June to present a further update and a request for further monies for Kingerlee.

iii) **Playground update: Cllr. G Gilgrass:**

Stainless steel pillar has been erected. Post was FOC although the installation was charged.

Tennis Court Fence: Re painting of the posts has been proposed by the members of the tennis club (with a reduction in the 50% payment due to be given to the Parish Council). This was discussed with full council and unanimously agreed that the members can paint the posts and agreed the reduced payment to Parish Council.

**9. Finance Report:**

- The report and attachments (Bank Statements/Invoices) were circulated to all Councillors prior to the meeting for review.
- An additional financial document was sent to all Councillors listing two late invoices for payment – Unanimously approved for payment.

**10.Planning:**

**Cllr. D Fisher:** nothing to report.

**11.Parish Matters**

a) **Clerk's Report**

Clerk advised that, as per a suggestion on IA report, that all old minutes will be transferred to the history archives: these are due to be taken 17/6/26.

b) **Surface Water Drainage:**



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Both Cllrs provided the update. **J Debney** and **K Sherman** and **Cllr. J Barlow**. Update was an explanation of the route the water takes and where the flooding occurs. Previously had a partial grant for camera use to look at the blockages via S Colam. **Cllrs. Debney** and **Sherman** to review if the remaining grant is still accessible for further investigations.

- c) **Pennygreen Lane** – Further letter sent: Acknowledgement received advising that S Crawford, South & Vale Enforcement, is currently away until 21/5/26 – await response.
- d) **Planning Policy: review: Cllr. C Hollebhone**: Committee of three needs to be elected at the June meeting, IT Policy (New) **Cllr. M Freeman** – to be further discussed in June: Investment Policy, **Cllr. K Sherman** – is waiting for amendments to the Finance Policy before adopting, Standing Orders - reviewed, **Cllr R Nielsen**, no changes, all agreed to re adopt. Finance Policy & Banking Mandate, **Cllr. J Harding** – Reviewed and discussed with all Councillors: a number of possible amendments to the Finance regulations policy were discussed and this policy, amended based on the discussions and the banking mandate policy, will be adopted at June meeting. **Clerk** to discuss with OALC regarding the need for Banking Mandate
- e) **Newly Painted white road markings** for restricted parking outside The Village Store: **Cllr J Debney** – This issue was raised with Cllr. J Barlow; it was a request added to FixMyStreet and actioned very promptly. Cllr. Debney to speak to the person who made this request and will report back in June meeting.
- f) **IA Report Review for AGAR** – Review of IA Report & to consider appointment of Internal Auditor for 26/27; Report previously circulated to all Councillors. **Cllr J Harding** went through the report at the meeting prior to the AGAR being formerly signed in June: several points to be addressed in the coming months to adhere to the IA report. It was agreed to contact Jane Olds to request a further year as BCSPC IA:  
**Clerk to contact Jane Olds: this has been agreed for 26/27**
- g) **Earth Trust update: Cllr. C Hollebhone** (information circulated prior to meeting) - A meeting took place with the Director of Operations at the Earth Trust & the head of WWA. The purpose of the meeting was to understand the details of the new access road and car park construction and to discover why



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the evidence shows a serious departure from the Design and Access Statement, the Addendum to the Design and Access Statement, the Landscape and Visual Impact Statement and the Master Plan. No enforcement process is going to be possible as SODC are involved. Cllr. Hollebhone with continue to monitor the situation.

- h) Donations Procedure:** Final draft to be approved (circulated) –  
**Cllr. J Davys & Cllr. K Sherman:** Circulated to all for review before meeting. Agreed by all Councillors to adopt the procedure and review annually.
- i) **Quotes:** Arrow Fencing x 2 (Circulated) – previously reviewed.

**Items for information or next Agenda only**

- Pavillion Update
- Village Hall Update
- Clerks Report
- Playground Update
- R Todd – Kingerlee – Public Participation
- Date of next meeting **Tuesday 16<sup>th</sup> June 2026**
- Parish Council Meeting was closed at **9.00pm**